

Field Operations



Purpose

The Field Operations staff directly and indirectly support the delivery of the department's protective, case management, and basic support services and provider support services.

Who Is Helped

In SFY14, DHS Field Operations employees served the following individuals and families:

Abuse Assessment:

- 56,389 calls to the abuse hotline were handled of which 30,801 were complaints of abuse that were accepted for onsite assessment.
- 37,590 children and dependent adults were assessed for abuse.

Child Welfare Case Management:

- Almost 40,000 children and their families who are at risk or who experienced abuse were served.
- 9,987 adopted children with special needs received financial support.

Eligibility services for Medicaid, FA, FIP and CCA were provided to enable low-income Iowans access to health care, food, basic supports, and child care:

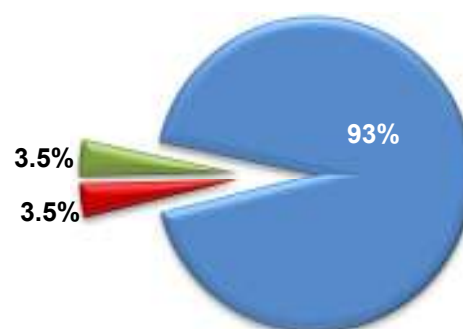
- 523,899 individuals received Medicaid, IowaCare, Medicaid expansion, and Family Planning waiver.
- 413,838 individuals received food assistance.
- 33,577 individuals and their families received FIP cash assistance.
- 19,784 children received child care assistance which supports working parents.

Child care, foster families, nursing and other health care facilities were supported:

- 1,281 licensed child care centers were visited.
- 4,142 registered child care development homes were registered or monitored.
- 610,568 payments to child care providers were processed.
- 7,560 record checks were done for individuals seeking work in nursing facilities and other health care facilities.

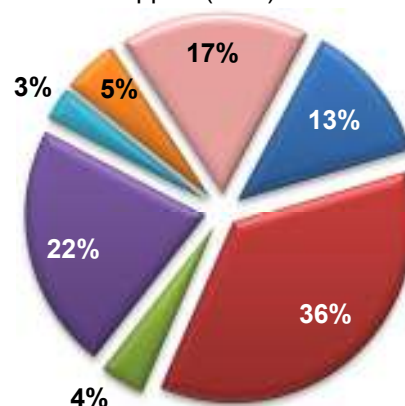
Services by DHS Field Operations SFY14

- Abuse Investigations (3.5%)
- Services to Families - Social Work (3.5%)
- Income Maintenance (93%)



Field Staffing by Classification

- Abuse Assess (13%)
- IM Work (36%)
- Management (4%)
- Social Work (22%)
- IM Supervisor (3%)
- SW Supervisor (5%)
- Support (17%)



- ✓ *About one-third of all assessments yield a finding of abuse, meaning there is a need for child welfare case management.*
- ✓ *Approximately 65,000 more Iowans are expected to require services from DHS between SFY14 and SFY16, primarily in the Medicaid and Food Assistance programs.*
- ✓ *85 percent of the providers that bill DHS for CCA are doing so through the provider portal.*

Services By the Five Service Areas

Five Field Service Areas deliver the following basic services.
At the start of SFY15, 1309 employees were located in 42 full time county offices.

Protective Services: 182 Social Worker 3 (SW3) staff assure child and dependent adult assessments are performed when abuse is alleged.

- Each assessment worker has 12 to 14 new assessments each month. The assessments must be completed within 20 business days.
- National standards call for no more than 10 to 12 new assessments per month.

A day in the life of a protective worker consists of:

- Reviewing newly received child abuse intakes and, if needed, calling the reporter.
- Observing the child, sometimes within 1 hour or within 24 hours.
- Interviewing the child, parents, and others who may have knowledge of the case.
- Consulting supervisor regarding a safety plan for the family.
- Reviewing police and medical reports on other cases.
- Doing narratives and entering the data into computer system.
- Consulting with county attorney and attending court.
- Reviewing and providing information for appeals and attending appeal hearings.
- Finalizing a child abuse report and submitting to supervisor for approval.

Child Welfare (CW) Case Management for Children and Families: 349 Social Worker 2 (SW2) staff provide case management services.

- A CW Social Work Case Manager has 28-33 children and families for whom they are responsible. That is about double the Child Welfare League of America recommended caseload.

A day in the life of a CW case manager consists of:

- Identifying child and parent needs.
- Developing case plans with families and service providers.
- Reviewing progress towards goals.
- Meeting with or talking with providers.
- Visiting a child and the family.
- Consulting with County Attorney on status of case.
- Writing court reports.
- Consulting with supervisor.
- Attending Juvenile Court hearings.
- Documenting the day's activities in the various case narratives.
- Reviewing and providing information for appeals and attending appeal hearings.

Eligibility services for Medicaid, FA, and FIP recipients. 443 IM staff perform eligibility activities for Medicaid, FA and FIP services.

- An IM worker is responsible for an average of 828 cases or families or roughly 1,704 individuals.
- In a usual day, an IM worker will complete and process nine new applications or review of existing cases to determine eligibility for FA, Medicaid, and FIP.

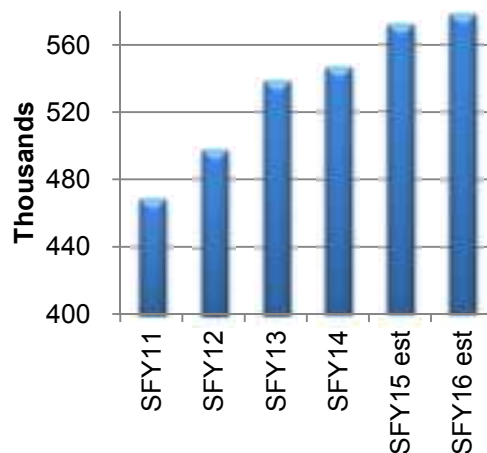
A day in the life of an IM worker may consist of:

- Review all of the required eligibility information for completeness.
- Perform look-ups in at least 7 different data bases to verify citizenship, income and other information.
- Conduct client interviews as required.
- Make referrals to other agencies for services as appropriate.
- Update information in the IABC.
- Reviewing and providing information for appeals and attending appeal hearings.

Other Service Area Staff include: 75 SW Supervisors who provide clinical consultation and approve all child abuse findings and case plans. 35 IM Supervisors who provide eligibility and case consultation to IM staff. 36 support staff, on average, in each Service Area to support the Social Work and IM staff. Approximately 9 staff per service area provide administrative support and oversight of the statewide Service Area staff and service delivery.

Field Services include the Bureau of Refugee Services. The primary function of this 19-person unit is to help non-English-speaking refugees find employment. Services include an intensive employment-readiness class for new arrivals. The caseload averages about 100. Main areas of employment continue to be jobs at meatpacking, housekeeping, and manufacturing. Success is measured regarding amount of pay, rate of retention for at least 90 days, degree of health insurance coverage, and ability to leave public welfare assistance programs (FIP). Funding is 100 percent federal and is based on the number of refugees settling in the state. At least 30,000 refugees have settled in Iowa since the resettlement program began in 1975.

Average Monthly Cases

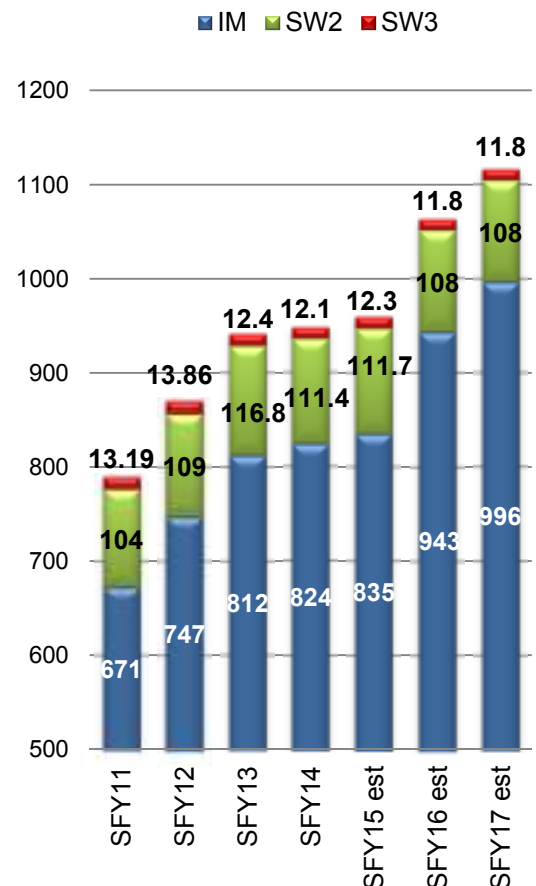


Projections of workloads for all Field Staff:


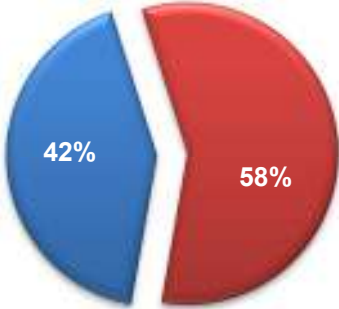
- The services delivered by line staff are measured using the number of cases supported by a single worker or “cases per worker.” Cases typically include families with slightly over two individuals. A caseload measure is used because many of the functions that are performed for a family or household are only performed one time and do not need to be repeated for each individual receiving services.

Based on the projected number of persons to be served by a program, the cases per worker are calculated.

Cases Per Worker



Services by the Centralized Service Unit	<p>The Centralized Service Area has nine specialized units. At the beginning of SFY15, there were 234 staff in the Centralized Service Area, located primarily in Des Moines and Council Bluffs.</p> <ul style="list-style-type: none"> • Service Intake Unit: 32 staff accept reports of abuse by the public, determine the cases that meet child abuse criteria and refer the assessment to the appropriate Service Area. • Child Care Unit: 67 staff determine eligibility for child care assistance, handle billing, and registration. • Centralized Facility Eligibility Unit: 29 staff determine Medicaid eligibility for individuals in nursing homes. • IM Customer Service Center: 54 staff receive and address reported changes in client eligibility information. • Child Care Licensure Unit: 11 staff conduct on-site licensure visits of and investigate complaints in 1,281 child care centers. • Title IV-E Unit: 22 staff determine eligibility for federal IV-E funding and Medicaid eligibility for children in foster and adoptive care to maximize federal financial participation. • Integrated Claims Recovery Unit: 12 staff will investigate, establish claims and recoup money, for fraud and overpayments in assistance programs. • Interstate Compact: 2 staff oversee the movement of children in the child welfare and juvenile justice systems between states. • Central Abuse Registry: 5 staff respond to inquiries of the Central Abuse Registries and perform record check evaluations for employers and citizens. 	
Services by Field Support	<p>Field Support: 40 staff review and respond to client/family case inquiries; provide Help Desk support to front line staff (e.g. case consultation and IT support); and monitor and provide assistance to improve field performance.</p>	
Goals & Strategies	<p>Goal: Improve Safety, Well-Being, and Permanency for Iowa's Children. Strategies:</p> <ul style="list-style-type: none"> • Victims of alleged abuse will be seen timely • Focus on best practice to assure children receive effective and timely services. <p>Goal: Improve Iowa's Health and Employment and Economic Security. Strategies:</p> <ul style="list-style-type: none"> • Provide timely and accurate Medicaid eligibility for Medicaid, FA, FIP and CCA <p>Goal: Provide Quality Child Care Services. Strategies:</p> <ul style="list-style-type: none"> • Process CCA payments timely • Conduct annual CC licensure visits on all child care centers 	<p>Results in SFY14:</p> <ul style="list-style-type: none"> • 99.4 percent of assessment reports met timeliness requirements. • 95 percent of children alleged to be victims of abuse are seen within required 1 hour and 24 hour timeframes. • 91 percent of children are safe from re-abuse. • Iowa achieved a 154.5 rating in FFY13 for assuring children whose parental rights have been terminated are adopted within 2 years. Iowa remains first in the nation for this composite. • On average, 5,358 monthly medical applications are processed within 24.3 days of receipt. • Process 9,882 Medicaid nursing facility applications, review and case actions annually.

	<p>Goal: Effectively Manage Resources and Prevent Fraud and Abuse.</p> <p>Strategies:</p> <ul style="list-style-type: none"> • Maintain current IV-E eligibility penetration rates • Implement Integrated Claims Recovery Unit (ICRU) 	<ul style="list-style-type: none"> • Iowa Food Assistance accuracy rates have reached 97 percent. • 99.7 percent of child care claims are paid timely. • 100 percent of child care centers were visited annually. • SFY14 Iowa earned \$53.7 million in federal IV-E match for foster care and adoption costs which lowered the need for general funds. • SFY14, the Integrated Claims Recovery Unit established over \$1.6 million in claims related to inaccurate or fraudulently claimed benefits.
	<p>✓ <i>The new eligibility system will profoundly simplify IM work by enabling more accurate and timely eligibility determinations and providing an effective way to identify potential fraud and abuse.</i></p>	
<p>Cost of Services</p>		<p><i>Less than 2 ½ cents of each dollar in the DHS budget is spent on Field Operations -- the staff who provide protective, case management, eligibility determinations, and key provider support functions.</i></p> <p>✓ <i>94 percent of the SFY14 Field Operations expense was staffing costs; the remaining six percent supports operational expenses for staff travel, office supplies, depreciation, DAS fees, annual technology licensure costs, State Auditor costs, and technology replacement.</i></p>
<p>Funding Sources</p>	<p>Field Operations is funded by state general funds and a blend of federal funds including Title IV-B, Title IV-E, Title XIX, Food Assistance, TANF, CCDF, and SSBG.</p> <p>The SFY16 total budget is \$149,930,168:</p> <ul style="list-style-type: none"> • \$63.4 million (42 percent) state general fund. • \$86.4 million (58 percent) is federal funding. • A nominal \$147,140 is other funding. 	<p>SFY16 Funding</p> <ul style="list-style-type: none"> ■ State General Fund (42%) ■ Federal (58%) 
	<p>✓ <i>While the state general fund expenses and budgets have dropped and slowly recovered since SFY10, critical federal matching funds and other state funds have helped sustain the levels of service provided to Iowans.</i></p>	

SFY16 & SFY17 Budget Drivers

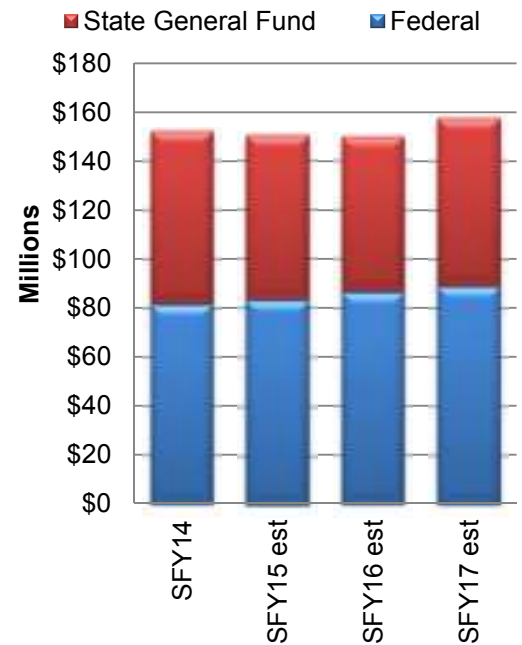
The total SFY16 Field Operations budget request reflects a \$1,800,000 (2.8 percent) general fund decrease from the SFY15 Enacted Appropriation.

The total SFY17 Field Operations budget request reflects a \$3,238,981 (4.96 percent) increase from the SFY15 Enacted Appropriation.

The key budget drivers of increases are:

- Reallocate State Employee Retirement Incentive Program (SERIP) funds to Medical Assistance.
- Increases in staff levels to support the additional lowans needing benefits and services. Between SFY14 and SFY17, the average number of monthly cases is anticipated:
 - To grow 94,921 (20%) for financial assistance and medical eligibility cases.
 - To grow 11 (0.5%) for abuse investigations.
 - To decline 67 (minus 0.2%) for services to families.
- Increases in the Department of Administrative Services (DAS) charges
- Increased cost of technology support and corporate technology budget.

Total Budget Funding Mix



Legal Basis

Federal:

- Title IV-A and Title IV-B of the Social Security Act
- Code of Federal Regulations: 42 CFR 435.403, 435.906, and 435.908; § 431.50; 7 CFR 273.2(a)-(c)
- Sec. 422.42 U.S.C. 622

State:

- Iowa Code Chapters 217.42-44, 234.12, 235A.14, 235B, 239B, and 249A.3
- Iowa Administrative Code, 441 IAC 1.4(17A) and 441 IAC 65.2(234)